

Pre-Award Frequently Asked Questions (FAQs) for 2016 Community Policing Development (CPD) Program

Q: What are the major steps required for completing this application?

A: In addition to developing your proposal and application, there are a number of requirements for submitting this application. We strongly encourage you to ensure that you have met or will meet these requirements as early as possible to avoid the potential for delaying the submission of your application.

Completing a CPD application is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424. The Grants.gov funding code for this solicitation is COPS-Community-Policing-Development-Application-2016. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CPD application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.

For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518-4726 or e-mail support@Grants.gov. For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database.

Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The U.S. Department of Justice (DOJ) requires that all applicants (other than individuals)

for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Q: What is the purpose of the Community Policing Development (CPD) funding?

A: Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, demonstration projects, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope and responsive to the solicitation requirements. The 2016 CPD program will fund projects that influence practice, promote awareness, or increase skills and abilities related to various topic areas listed in the solicitation.

Q: What topic areas are covered under this solicitation?

A: Applicants are encouraged to submit proposals under the following topic areas: (1) Microgrant Initiative for Law Enforcement; (2) Law Enforcement Led 21st Century Policing Demonstration Projects; (3) 21st Century Policing Implementation Projects; (4) Community Policing Training Projects; (5) Community Policing Emerging Issues Forums; and (6) Critical Response Technical Assistance. Please ensure that you identify and select the appropriate topic area under which you are seeking funding. Please note that an applicant can submit multiple applications in any of the topic areas.

Q: How do I apply?

A: Applications for the CPD 2016 solicitation must be completed in a two-step process. Applicants are first required to register their agency via www.grants.gov and complete an SF-424 and section 1 of the Application. For technical assistance with submitting the SF-424 and section 1, call the Grants.gov Contact Center at 800-518-4726, e-mail support@grants.gov, or consult the Grants.gov Applicant User Guide at <http://www.grants.gov/help/html/help/index.htm>. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the remainder of the CPD application through the COPS Office Online Application System. COPS will not accept applications through the mail, fax, or email.

Q: How do I find this application on Grants.gov?

A: A step-by-step set of instructions for locating and completing the SF-424 on Grants.gov is available at www.cops.usdoj.gov/pdf/cpd/Submitting-Application-thru-Grants-gov.pdf.

Q: How do I save my SF-424 in Grants.gov?

A: Grants.gov will prompt you to save your application before submitting it. We strongly recommend that you save your application to an easily accessible location. The default save location may be different and could be a temporary folder, which may be difficult or impossible to access at a later time. If you plan to update your application or complete it in different sittings, you will need to access it in a folder that is known to you.

Also, please note that if you need to make changes to your SF-424 completed in step 1 once you have started step 2 and are in the COPS Online Application System, you may do so by accessing your saved SF-424 version, saving the revised version, and then uploading it in section 13 of the application. **DO NOT SAVE AND SUBMIT THIS REVISED SF-424**, as it will result in the initiation of a new application in the COPS Online Application System.

Q: What documents are required to be uploaded to our application in the COPS Office Online Application System?

A: In addition to completing the SF-424 through Grants.gov and the COPS Office Attachment to the SF-424 through the COPS Office Online Application System, at a minimum applicants are required to upload as attachments a project narrative and a budget narrative that are responsive to the application topic area under which they are applying. Other documents may be required as detailed in the FY 2016 CPD Application Guide found online at www.cops.usdoj.gov/Default.asp?Item=2450.

All items must be uploaded to section 13 in the COPS Online Application System.

Q: What is the deadline for this solicitation?

A: CPD solicitations are due by **June 1st, 2016 7:59 p.m. EDT**.

Q: Who is eligible to apply?

A: Unless otherwise noted in the topic description, the CPD solicitation is open to all public governmental agencies, for-profit and nonprofit institutions, institutions of higher education, community groups, and faith-based organizations. Unless otherwise noted in the topic descriptions, proposals must be responsive to the application topic area requirements and should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Please refer to the FY 2016 CPD Application Guide for further information regarding applicant eligibility and topic descriptions.

Q: What happens if I do not receive an e-mail from the COPS Office after I submit my SF-424 and section 1 on Grants.gov?

A: If you do not receive an e-mail from the COPS Office within 24 hours of submitting your SF-424 and section 1 on Grants.gov, please verify with Grants.gov that your information was correctly submitted. You can verify that there are no errors in your submission through your Grants.gov account by calling the Grants.gov Contact Center at 800-518-4726 or e-mailing support@grants.gov. Once you have verified that the submission was successful, please contact the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

Q: What is my COPS Office Account Access username?

A: Your COPS Office Account Access username is what you use to create and submit applications and manage your COPS Office awards. If you have not renewed your COPS Office Account Access

information since February 8, 2011, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

In the new COPS Office Agency Portal, your username is the login e-mail address you used to set up your account. At that time, you also established a 12-character password for logging into the COPS Office Online Account Access site. If you need assistance accessing the site, you may contact the COPS Office Response Center at 800-421-6770.

Q: How does my agency obtain its password if it is lost or forgotten?

A: To obtain your password, click on the “Account Access” link on the COPS Office website. The logon page has a “Reset Password” link that will ask you to enter your username, and if an account is recognized, you will receive an e-mail with a link and instructions on how to rebuild your password.

Q: I do not know if my agency has an ORI number. How can I check if we have an ORI or find out how to obtain one?

A: If your agency has never had a grant with the COPS Office, or if you may have but you do not know your ORI number, please contact the COPS Office Response Center at 800-421-6770, and a representative will be able to look up your ORI number or provide information on how you can obtain your ORI.

Q: What is my agency’s Data Universal Numbering System (DUNS) number?

A: All applicants must have a DUNS number prior to submitting an application for COPS Office funding. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. To verify your DUNS number, please call 866-705-5711 or visit www.dnb.com/us.

Q: What is the System for Award Management (SAM) database?

A: The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The COPS Office requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Organizations that have previously submitted applications via Grants.gov are already registered with SAM, as it is a requirement for Grants.gov registration. Please note that applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.sam.gov.

Q: My System for Award Management (SAM) registration is about to expire; how do I renew it?

A: All applicants for federal financial assistance must be registered in the SAM database prior to submitting an application for COPS Office funding. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Applicants must maintain an active SAM registration with current information at all times during the grant application

process. If awarded, you must also maintain the currency of your information in the SAM database until you submit the final financial report or receive the final payment under this award, whichever is later. This requires that you review and update your information at least annually after the initial registration and more frequently if required by changes in your information or another award term. If you have an active SAM registration that is set to expire before September 30, 2016, you must renew your SAM registration before completing the application. To verify the expiration date of your SAM registration, please visit www.sam.gov.

Q: Is there any way to print the finished application so that I can review a hard copy prior to submission?

A: Yes. Before submitting the application on the last page of the online application, you will be able to print a copy for review; you will be able to print the entire application or individual sections. After submission, you will also be able to print the entire completed application.

Q: How much time do I have before the application times out?

A: The applications will time out after 20 minutes of inactivity. If your application times out, you will only lose the current page of data. It is advisable to click the "Save" button once you complete each page of the application. This will prevent you from losing data in the event your application is timed out. You will only be able to save pages that are completely filled out.

Q: Can I apply under various topic areas?

A: Yes, applicants may submit multiple applications. However, we strongly recommend that you complete step 1 of the application process in Grants.gov and begin step 2 in the COPS Online Application System before starting another application. This will ensure that the correct SF-424 will be assigned within the COPS Online Application System.

Q: Is there a page limit to this application?

A: The project narrative portion of the application is limited to 20 pages, double-spaced, 12-point font. The only exception is the Microgrants Initiative, for which the page limit is 10 pages, double-spaced, 12-point font.

Q: Should a timeline be included in the 20-page program narrative?

A: Yes, applicants should include a brief timeline with a list of key activities and milestones to take place within the award period, grouped by month or quarter.

Q: What is the maximum amount to be awarded?

The COPS Office intends to fund numerous projects with the available funding. Applicants are encouraged to be conservative in their budget proposals, as the amount budgeted will be evaluated against the local or national benefits identified to ensure efficient utilization of resources. All budget requests must be tailored to the scope of the solicited work and must be reasonable and allowable. Applicants will be evaluated on the total cost of the project relative to the perceived benefit, the appropriateness of the budget relative to the level of effort, and the use of existing resources to conserve costs.

Q: Do I have to submit my budget using the COPS Online Application System, or may I send my own budget using a spreadsheet (Excel, Lotus etc.)?

A: CPD applicants must use the form-fillable fields within section 14 of the COPS Online Application System. The narrative descriptions for each budget item must comprehensively describe the rationale and nature of the budget expense.

Q: What may my agency request funding for under the CPD program?

A: All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the appropriations legislation that governs this funding. Additionally, each item requested must programmatically link to the activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

NOTE: For awards made to states or units of local government (including law enforcement agencies), requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and that would not be funded in the absence of this COPS Office award (see CPD Application Guide, section IV, “Nonsupplanting Requirement”).

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

Budget requests may be made in the following categories:

- Civilian base salary and fringe benefits
- Equipment/Technology
- Supplies
- Travel/Training
- Contracts/Consultants
- Other costs
- Indirect costs

Construction costs are unallowable.

Please note that your agency may not earn or keep any profit resulting from this award unless expressly authorized in writing by the COPS Office.

Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. For more information on allowable and unallowable costs, please refer to the CPD Application Guide at www.cops.usdoj.gov/Default.asp?Item=2450.

Q: If civilian personnel are going to work on this project, may they be included in the budget?

A: Yes. If you are going to apply to have civilian personnel work on your project, please include those calculations and figures under the civilian/nonsworn section in the budget and budget narrative. Salaries of personnel are costs based on the percentage of time spent working directly on the project. Fringe

benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary.

Please note overtime is the only expense we cover for sworn law enforcement personnel.

If you have any questions, please refer to allowable/unallowable costs and the nonsupplanting requirements found in the CPD Application Guide.

Q: For the narrative sections, does the 4,000-character limit include spaces and special characters or just letters?

A: Yes, the 4,000-character limit includes letters, numbers, spaces, and special characters.

Q: Is there a match requirement?

A: No. There is no local match.

Q: How long is the award period for the CPD program?

A: The CPD award performance period is two years except for the Microgrant Initiative for Law Enforcement. Microgrants will provide funding for a one-year award period.

Q: What date should I consider to be the start and end dates for these awards?

A: The start date should be September 1, 2016; the end date should be August 31, 2018.

Q: Are indirect costs allowable under the CPD program?

A: Yes. CPD programs allow your agency to request indirect costs. If your agency has a negotiated indirect (F&A) cost rate, then you must upload a copy of your active and current indirect cost rate agreement that has been approved by your cognizant federal agency as an attachment (within section 13 of the COPS Online Application System) to be eligible to receive your established rate. If your agency has never received a negotiated indirect cost rate, then you may request a de minimis indirect cost rate of 10% of modified total direct costs (MTDC).

Q: What if I only have a provisional indirect cost rate?

A: If you are requesting indirect costs, you must submit your most current approved indirect cost rate agreement, which may be a provisional indirect cost rate. If you submit a provisional indirect cost rate, when you receive a final approved indirect cost rate, it must be submitted to the COPS Office. In addition, differences in project costs resulting from different rates must be reconciled within your project budget for the period of the award impacted by the two rates to ensure the proper rates are always applied.

Q: If my agency's indirect cost rate agreement has expired, may we still apply for indirect costs?

A: Yes, you may apply and request an indirect cost rate but, you will not be able to draw down funds for the portion of indirect costs during the award period for which you do not have a current, approved,

negotiated indirect cost rate with your cognizant federal agency. If your indirect cost rate expires during your award period, those funds may be frozen until you receive a new approved rate or an extension. To be eligible to receive the full amount of approved indirect costs, you must have an approved agreement or an extension for the entire award period.

Q: If my agency's indirect cost rate has expired, can I receive the flat 10% de minimis rate?

A: No, if your indirect cost rate agreement has expired, either you must renegotiate the rate or you may request a one-time extension from your cognizant federal agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must negotiate a new indirect cost rate.

Q: When should I expect notification if awarded CPD program funds?

A: The COPS Office anticipates making CPD award announcements after August 1, 2016.

Questions? Please call the COPS Office Response Center at 800-421-6770.